

California Children & Families Commission
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March 14, 2002

Dear County Commissioners and Executive Directors:

Subject: Updated School Readiness Programs Funding Partnership

As you know, the California Children and Families Commission approved the allocation of \$200 million over the next four years to partner with County Commissions in launching School Readiness Programs across California. We are moving forward together with this unique opportunity to adapt and expand the practice and research base for 'school readiness.' This letter transmits the updated application and guidance packages for the School Readiness Programs Matching Funds Request for Funding. It may also be accessed through our website (www.ccfc.ca.gov - under 'School Readiness.').

The School Readiness Matching Funds are available to County Commissions with targeted school communities on a cycle that enables County Commissions to participate in current and future applications. All County Commissions and local partners, regardless of eligibility for School Readiness Matching Funds, are encouraged to participate in technical assistance, evaluation, and research resources.

School Readiness Programs Matching Funds – Updated Request for Funding

School Readiness Programs Matching Funds are offered to coordinate, develop, implement, and sustain a system of collaborative school-based or linked services, programs, and informal supports based on research or promising practices to improve 'school readiness' for children, families, communities, and schools. To allow for local flexibility and appropriate strategies to address local diversity while maintaining best/promising practices, quality assurance, and evaluation, five 'Essential and Coordinated Elements' for School Readiness Programs were adapted from the National Education Goals Panel definition. All elements need to be present within each School Readiness Program. County Commissions implementing School Readiness Programs will build upon their County Strategic Plan, existing programs and services, and local collaboratives. Most County Commissions will have an allocation of State CCFC School Readiness Program Matching Funds based on a formula that is described in the 'Guidelines' document.

Recognizing that counties will be ready at different times to implement the School Readiness Programs, we established a 2-year application opportunity. The 'Review Criteria for School Readiness Programs' will help each County Commission determine the 'readiness' of local programs to apply and are included in the enclosed 'Guidelines and Tools for Completing a School Readiness Program Application.'

There are five additional application opportunities with applications due to CCFC on May 15, 2002 (funding July 1), September 15, 2002 (funding November 1), December

15, 2002 (funding February 1), March 15, 2003 (funding May 1), and June 15, 2003 (funding August 1). Please note that dates have been modified for more regularity and to allocate time for sufficient review. The School Readiness Request for Funding information is provided in two documents:

- “School Readiness Application” that includes instructions for completing an application and necessary forms.
- “Guidelines and Tools for Completing a School Readiness Program Application” that includes an overview and key aspects for planning, process and fiscal policies, and guidelines for completing an application.

The School Readiness Request for Funding includes the following updates:

- integrates the applicable Frequently Asked Questions (FAQs);
- adds a Budget Form 4C for School Readiness Program Budget Detail, moves the ‘budget narrative’ into the Narrative Section, and provides a sample;
- adds sample workplan/timeline formats for the Narrative Section;
- removes obsolete dates and policies (e.g., 1:2 match incentive for early applicants); and
- removes references to “Phases.”

If you have any program questions, please contact Roberta Peck (916-324-7775 or rpeck@ccfc.ca.gov) or Carmen Padilla (916-324-7782 or cpadilla@ccfc.ca.gov) or MaryAnne Riehl-Campos (916-323-2418 or mriehl-campos@ccfc.ca.gov), and contact Lynne Roberts (916-323-7593 or lroberts@ccfc.ca.gov) for fiscal assistance. For questions on the development of evaluation for the School Readiness Programs, please contact Patricia Skelton (916-324-7084 or pskelton@ccfc.ca.gov).

Technical Assistance

If you have technical assistance questions, please complete the School Readiness Programs Technical Assistance Survey (enclosed in the Application) to identify current technical assistance questions and needs, as well as any assistance you can provide to others. Please feel free to send the form as often as needed.

We look forward to working together to improve the ‘school readiness’ of children, families, schools, and communities throughout California and to ensure that all children succeed to their highest potential in school and in life.

Sincerely,

A handwritten signature in blue ink that reads "Jane I. Henderson". The signature is fluid and cursive, with the first name "Jane" being more prominent.

Jane I. Henderson, Ph.D.
Executive Director

Enclosures